

Professional and Managerial Branch
Community Development Group
Housing Series

HOUSING PROGRAM SPECIALIST
Unclassified
08/94

Summary

Under general supervision, develop and implement housing program policies and procedures, coordinate processing of loan and grant applications, and perform related public relations and customer service.

Typical Duties

Develop, implement and recommend revisions to housing program policies and procedures. Involves: reviewing program goals; recommending program revisions, as appropriate; participating in the development and implementation of methods to measure achievement of program objectives; planning, preparing and delivering presentations to promote housing programs to groups and individuals; developing and distributing program materials; assisting in writing grant applications.

Organize, develop, and evaluate housing loans and grant applications. Involves: interviewing applicants to obtain information to determine eligibility; obtaining tax returns, appraisals, credit reports or similar documents from applicants or third parties; analyzing applicant financial status, credit, and property evaluation; reviewing documents to ensure they comply with regulations recommending approval or denial of housing loans or grants.

Submit loan applications for approval and coordinate loan closings. Involves: submitting loan applications to City staff for review; submitting loan applications and contracts to City Council for approval; scheduling and attending closing to ensure contract provisions are satisfactory to all parties and to sign contract; delivering documents and closing fees; translating and interpreting loan provisions, as required.

Perform public relations and provide customer service. Involves: consulting with attorneys, contractors, applicants, government and private agency officials and community representatives to resolve application problems or maintain coordination regarding housing financing projects; researching and analyzing account histories; calculating interest, principal payment, and final dissolution of grants and loans; providing loan balances information to customers; contacting delinquent customers to establish repayment plan; referring accounts to attorneys for collection as required.

Perform related administrative duties, as required. Involves: substituting, if assigned, for immediate supervisor or co-workers during temporary absences by performing specified duties and responsibilities essential to maintain continuity of customer service; preparing financial and legal forms housing program forms, as required; maintaining records and preparing reports as required.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration, or a related field and two years of real estate brokerage, mortgage financing or credit evaluation experience, including one year of experience with governmental housing programs; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: business management practices and principles; loan, grant and housing financing; loan and mortgage procedures; credit evaluation methods. Some knowledge of: accounting principles, practices and methods; federal, state and local rules and regulations concerning housing; basic data processing methods.

Ability to: interpret complex housing rules and regulations; communicate effectively orally and in writing to make presentation and prepare reports as required; analyze an individual's financial status and credit; analyze property valuations, appraisals and real estate and mortgage documents; establish and maintain effective working relationships with fellow employees, federal and state mortgage industry representatives, officials, and the general public.

Special Requirements: Fluent speaking and writing in Spanish.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head

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